

April 6, 2015

To Prospective Offerors:

The Embassy of the United States of America requires contracting Travel Management Services to the American Embassy in Quito, Ecuador and American Consulate General in Guayaquil, Ecuador.

The contract type is a requirement type contract for all travel management services required by the agencies set forth in Section 1, paragraph 27.0.

Past Performance Experience:

Any prospective company must have a history of successful past performance.

Duration of the contract:

The anticipated performance period is for a base year, with four one-year option periods, if exercised by the Government.

Location:

Quito

If you are interested in participating in this solicitation, your quotation must be submitted in a sealed envelope marked "Quotation Enclosed – Travel Management Services" to the Contracting Officer, Mr. Jason Show, Embassy of the United States, Avigiras E12 – 170 y Eloy Alfaro, Quito Ecuador, before 16:00 hours on May 5th, 2015. No quotations will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

The site visit will be held on April 15, 2015 at 10:00 hours at the American Embassy in Quito, Ecuador, Av. Avigiras E12-170 y Guayacanes. Prospective offerors/quoters should contact Cecilia Rosero, Roseroc@state.gov and/or Jose Balseca, BalsecaJJ@state.gov to arrange entry to the building.

The solicitation package is enclosed.

Direct any questions regarding this request for quotation to Jason Show, Contracting Officer ShowJM@state.gov and Jose Balseca BalsecaJJ@state.gov by letter or by telephone 5932-398-5284 during regular business hours.